



Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

CHAIRPERSON
Allan O'Shea
VICE-CHAIRPERSON
Edward Haik

Ken Hilliard
Ervin Kowalski
Jim Krolczyk
Glenn Lottie
Carl Rutske

CLERK

Marilyn Kliber
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski
(231) 398-3500

WAYS & MEANS COMMITTEE REPORT

Tuesday, September 8, 2009
8:30 A.M.

Courthouse and Government Center
Board of Commissioner's Room

Members Present: Ervin Kowalski, Chairperson; Glenn Lottie; and Jim Krolczyk

Others Present: Thomas Kaminski, County Controller/Administrator; Kendra Rohdy, Equalization Director; Heather Vasquez & Lynn Jensen, Equalization Department; John O'Hagan, Undersheriff; Wayne Beldo, EMS Manager, West Shore Medical Center; Ken Grabowski, Manistee News Advocate; and Jeri Lyn Prielipp, Finance Assistant

Members Absent: Russell A. Pomeroy, County Treasurer

ITEMS REQUIRING BOARD ACTION

Jeri Lyn Prielipp, Finance Assistant, presented the Committee with Claiming Summaries for August 11, 2009 through September 8, 2009, and a summary of the On-Demand checks for their review and approval. Totals are as follows:

101 General Fund	\$122,531.82
201 County Road Fund	0.00
215 Friend of the Court Fund	0.00
216 Department Contingency Fund	0.00
218 Elections Fund	0.00
230 County Employee Training Fund	6,024.00
234 Judicial Technology Fund	0.00
235 District Court Services Fund	66.00
236 Maintenance of Effort Fund	18,122.00
241 JAWS of Life Fund	12,972.78
243 Brownfield Redevelopment Authority Fund	0.00
245 Public Improvement Fund	0.00
246 Township Improvement Revolving Fund	0.00
251 Capital Improvement Fund	5,721.11

Ways & Means Committee Minutes
Tuesday, September 8, 2009
Page 2

252 Tax Refund Fund	0.00
253 Remonumentation Fund	0.00
254 Medical Care Depreciation Fund	0.00
255 Brownfield Site Assessment Fund	899.50
256 Register of Deeds Automation Fund	0.00
257 Budget Stabilization Fund	0.00
258 Mounted Search and Rescue	0.00
259 Legal Defense Fund	0.00
260 Health Insurance Fund	150,508.26
261 9-1-1 Service Fund	0.00
262 Dive Equipment Fund	0.00
263 Sheriff's Office Forfeited Assets Fund	0.00
264 Family Counseling Services Fund	0.00
265 Juvenile Drug Court Fund	0.00
266 Law Enforcement Training Fund	516.18
267 Friends of Animal Control Fund	0.00
268 Homeland Security Grant Fund	0.00
269 Law Library Fund	2,624.75
271 County Library Fund	0.00
272 County Library Trust Fund	0.00
273 Computer Technology Fund	15,249.90
274 Drug Testing - District Court Fund	627.25
275 Dial-A-Ride Fund	0.00
276 Forestry Fund	0.00
277 Air Photo Fund	0.00
278 LEPC Grant Fund	0.00
279 Economic Development - Housing Fund	38,098.60
280 MSHDA Grant Fund	0.00
281 Law Enforcement Technology Fund	0.00
282 EDO CDBG Grant Fund	9,000.68
283 F.I.A. Benzie County	0.00
284 Community Corrections Fund	237.35
285 Drunk Driving Case Flow Fund	0.00
286 Juvenile Intervention Fund	1,097.70
287 JABGN Grant Fund	0.00
288 Sheriff Dog Census Fund	0.00
290 Department of Human Services Fund	0.00
292 Child Care Fund	12,629.78
293 Soldiers & Sailors Relief Fund	0.00

294 Veterans Trust Fund	0.00
295 Airport Authority Fund	23,571.49
296 Juvenile Justice Fund	0.00
297 Compensated Services Fund	0.00
298 County Employee Separation Fund	0.00
299 Unemployment Fund	0.00
356 Fair Board Debt Fund	0.00
360 9-1-1 Expansion Construction Fund	0.00
361 Jail Expansion Construction Fund	8,550.00
362 Jail Building Bond	0.00
368 Library Loan Fund	0.00
369 Building Authority Debt Fund	0.00
370 County Road Building Debt Fund	0.00
461 Building Authority Construction Fund	0.00
462 County Road Construction Fund	0.00
512 Medical Care Facility Fund	0.00
603 Vehicle Fund	719.10
606 Tax Revolving Fund	0.00
620 Tax Revolving - State Sales	124.00
701 Trust and Agency	<u>0.00</u>

Total	\$429,892.25
	=====

On Demand Checks Total	0.00
	=====

Mr. Krolczyk recommended that the bills be accepted in the amount of \$429,892.25 and that the same be placed on file. No alternative recommendation was proposed.

The Committee was then asked to consider purchasing a replacement County vehicle for use by the County Equalization staff and other County employees. This vehicle would replace the 2009 Ford Escape which was a total loss as a result of a recent accident. Ms. Rohdy, Ms. Jensen, and Ms. Vasquez indicated that when the Equalization Department is out doing field work, they often times travel to remote areas (down seasonal roads/2-tracks) and they encounter rough terrain, so they really need a heavy duty, 4-wheel drive vehicle that sits high off the ground. Ms. Rohdy also pointed out that the State has recently changed the Equalization Department's study dates, which means that now they will be doing field work in the winter months. Mr. Kaminski distributed a balance sheet of estimated funds in the Vehicle Fund (APPENDIX A). He proposed replacing the Ford Escape now and then replacing the County's Dodge Dakota pickup truck in FY 2010/11. Following these discussions, the Committee instructed Mr. Kaminski to investigate the new and

used vehicle market for a new or used 4-wheel drive extended cab truck that would mainly be used by the Equalization Department for field work, and for a new front wheel drive Ford Escape for use by all County employees.

Mr. Lottie recommended authorizing the County Controller/Administrator to order a new front-wheel drive Ford Escape vehicle for use by all County employees, to be paid from the County Vehicle Fund. No alternative recommendation was proposed.

Undersheriff O'Hagan appeared to request authorization to begin the process of purchasing a new Ford Expedition for the Sheriff's Office (APPENDIX A). It was explained that all Sheriff vehicles are on a 3-year replacement rotation schedule for purchase through the State Purchase Program and financed through Ford Motor Credit. Undersheriff O'Hagan indicated that the vehicle of concern is the K-9 vehicle that has 91,000 miles on it, but is not scheduled for replacement for another year. Recently, at the scene of an accident, this vehicle became extremely hot and began to smoke. The vehicle was towed to Manistee Ford and after inspection, the mechanic estimated the cost to repair the vehicle at \$3,000. Undersheriff O'Hagan then contacted Barry Seymour at Manistee Ford and expressed his concern with the number of times that this vehicle has been in and out of service since it was purchased. Mr. Seymour assured the Undersheriff that he is willing to negotiate the repair expenses down to \$1,000 to \$1,500, and the Undersheriff is waiting to hear back from Mr. Seymour with a final figure. Undersheriff O'Hagan then reported that in the FY 2009/10 budget process, he put in a request to replace the Marine patrol vehicle and requested authorization to order a new Ford Expedition with a total purchase price of approximately \$33,998 (includes equipment upgrades and light bars), and will be paid for over a 3-year period through the State Purchase Contract.

Mr. Kowalski recommended that the Sheriff's Office be authorized to order a new Ford Expedition (Marine Patrol Vehicle) to be paid from the County Vehicle Fund. No alternative recommendation was proposed.

The Committee considered approving a Michigan Department of Transportation Grant Contract #2009-0704 between the Michigan Department of Transportation and Manistee County for airfield pavement marking, including a marking plan as further defined in Contract # FM 51-01-C53 at Manistee County Blacker Airport for a total project cost of \$56,000, with the total local match equaling \$1,400 to be paid from Airport Funds (APPENDIX B). This Contract will be presented to the Airport Authority for approval at their September meeting.

Mr. Kowalski recommended approving the Michigan Department of Transportation Grant Contract #2009-0704 between the Michigan Department of Transportation and Manistee County for

airfield pavement marking at the Manistee County Blacker Airport for a total project cost of \$56,000 with the total local match equaling \$1,400 to be paid from Airport funds, and authorize the Board Chairperson to sign Grant Contract. No alternative recommendation was proposed. (APPENDIX B)

Mr. Beldo requested that Manistee County considered submitting a U.S.D.A. grant application to request \$25,000 in federal assistance to be used toward the purchase of an ambulance to serve West Shore Medical Center. Mr. Kaminski explained that the hospital alone can not apply for this grant and the application needs to go through a local unit of government.

Mr. Kowalski recommended that West Shore Medical Center apply for a grant through the County of Manistee for federal assistance for emergency service vehicles and that the County Board Chairperson be authorized to sign the same. No alternative recommendation was proposed.

ITEMS NOT REQUIRING BOARD ACTION

The Committee then reviewed the grant applications submitted by various Departments and Agencies under the "Public Safety" and "Other" categories. After review and discussion, it was the consensus of the Committee that Manistee County submit two "Public Safety" applications and one "Other" grant application to the Local Revenue Sharing Board for Cycle II-2009 and prioritized the applications as follows:

- Priority #1 - A grant application from the Manistee County Firefighter's Association totaling \$9,450 to purchase training manuals and DVDs for the County Fire Departments. (Public Safety grant)
- Priority #2 - A grant application from the Manistee County Medical Care Facility totaling \$6,113 for the equipment and installation of a replacement exit emergency door and frame on the southwest side of the Medical Care Facility building. (Other grant)

Priority #3 - A grant application from the Manistee County Sheriff's Office totaling \$9,662 to purchase patrol rifles for the Sheriff's fleet of vehicles along with training and duty ammunition. (Public Safety grant)

The meeting adjourned at 9:25 A.M.

Ervin Kowalski, Chairperson

Jim Krolczyk, Commissioner

Glenn Lottie, Commissioner

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TRIAL BALANCE
MANISTEE COUNTY
Balance As Of 08/31/2009

(APPENDIX A)
PAGE 1

VEHICLE FUND

GL#	Description	--- Balance ---	
		Debit	Credit
603-000-001.000	CASH	51,225.23	
603-000-202.000	ACCOUNTS PAYABLE		
603-000-390.000	FUND BALANCE		57,074.92
603-000-695.000	MISC. REVENUE		600.00
603-000-699.001	TRANSFER IN - GENERAL FUND		55,000.00
603-000-730.001	EQUIPMENT - SHERIFF VEHICLES	60,730.59	
603-000-730.003	EQUIPMENT - COUNTY VEHICLES	719.10	
Total - All Funds		112,674.92	112,674.92

$\$51,225.23$
 $+ 55,000.00$ (2009/10 approp.)
 $\$106,225.23$
 $(-17,000.00)$ (less purchase of new Co. Vehicle - Replace from fire.)
 $\$89,225.23$
 $+ 12,000.00$ (add Drs. reimb. for car fire - ESTIMATE)
 $\$101,225.23$
 $(-17,000.00)$ (less purchase of another Co. vehicle in 2009/10)
 $\$84,225.23$
 $(30,335.69)$ (less 2009/10 payments due on current sheriff vehicles.) (Due 1/8/10 = 4 Crown Lic.)
 (last payment)
 $\$53,889.54$ Balance

(APPENDIX B-1)

CONTRACT NO. 2009-0704
FEDERAL PROJECT NO. B-26-0059-2209
AGENDA: DAB

MICHIGAN DEPARTMENT OF TRANSPORTATION
MANISTEE COUNTY BOARD OF COMMISSIONERS
CONTRACT FOR A FEDERAL/STATE/LOCAL
AIRPORT PROJECT
UNDER THE BLOCK GRANT PROGRAM

This Contract is made and entered into this date of _____ by and between the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," and Manistee County Board of Commissioners, hereinafter referred to as the "SPONSOR," for the purpose of fixing the rights and obligations of the parties in agreeing to the following undertaking at the Manistee County-Blacker Airport, whose associated city is Manistee, Michigan, such undertaking hereinafter referred to as the "PROJECT," estimated in detail in Exhibit 1, dated August 11, 2009, attached hereto and made a part hereof.

PROJECT DESCRIPTION: AIRFIELD PAVEMENT MARKING, INCLUDING MARKING PLAN, AS FURTHER DEFINED IN CONTRACT NO. FM 51-01-C53.

WITNESSETH:

WHEREAS, the PROJECT is eligible for federal funding pursuant to the Airport and Airway Improvement Act of 1982, as amended, and/or the Aviation Safety and Noise Abatement Act of 1979; and

WHEREAS, the DEPARTMENT has received a block grant from the Federal Aviation Administration (FAA) for airport development projects; and

WHEREAS, the DEPARTMENT is responsible for the allocation and management of block grant funds pursuant to the above noted act;

NOW, THEREFORE, the parties agree:

(APPENDIX B-2)

EXHIBIT 1

MANISTEE COUNTY-BLACKER AIRPORT
MANISTEE, MICHIGAN

Project No. B-26-0059-2209
Contract No. FM 51-01-C53

August 11, 2009

	Federal	State	Local	Total
ADMINISTRATION				
DEPARTMENT-AERO	\$950	\$25	\$25	\$1,000
	\$950	\$25	\$25	\$1,000
LAND	\$0	\$0	\$0	\$0
DESIGN				
Airfield Pavement Remarking including Marking Plan	\$5,225	\$137	\$138	\$5,500
AERO - Design	\$0	\$0	\$0	\$0
CONSULTANT - Design	\$5,225	\$137	\$138	\$5,500
CONSTRUCTION				
Airfield Pavement Remarking	\$46,818	\$1,232	\$1,232	\$49,282
AERO - Construction	\$44,129	\$1,162	\$1,161	\$46,452
CONSULTANT - Construction	\$0	\$0	\$0	\$0
	\$2,689	\$70	\$71	\$2,830
CONTINGENCIES				
Construction Contingency	\$207	\$6	\$5	\$218
	\$207	\$6	\$5	\$218
TOTAL PROJECT BUDGET	\$53,200	\$1,400	\$1,400	\$56,000

MAC Transfer: 11/19/08 & 3/26/09